



NORTHWEST POWER NORTHWEST VALUES

Job Title & Series:

Policy Analyst, GS-301

Job Announcement Number:

9833-12

Grade & Salary Range:

GS-07: \$40,894 - \$53,166

GS-09: \$50,021 - \$65,023

GS-11: \$60,520 - \$78,674

Opens: 02/15/2012

Closes: 03/07/2012

(Applications must be received by 11:59 p.m. Pacific Time)

Full performance level: GS-11. May be filled at any level above.

Anticipated number of positions to be filled: More than one position may be filled

Location: Portland, OR

Federal transfer relocation is not available for this position.

Type of Position: This is a Permanent position with a full-time work schedule.

Organization:

Corporate Strategy / Strategic Planning (SP)

Benefits: BPA offers a comprehensive benefits package. <http://www.jobs.bpa.gov/Benefits/>

Eligibility

Applications will be accepted from current and former competitive service Federal employees, and those eligible under special hiring authorities. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

About BPA

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free electricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable energy, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and rural areas. You can learn more about BPA at www.bpa.gov.

Job Summary & Major Duties

Join us in an exciting opportunity to create strategic and innovative solutions that facilitate the achievement of critical business objectives and improved organizational effectiveness. In the role as a Policy Analyst, evaluator, and advisor to the BPA managers and subject matter experts you will be involved in the development and performance management of BPA and business unit strategies, performance measures and targets, and related work products supporting BPA's strategic business objectives and the long-range strategic plan.

You will analyze and evaluate, on a quantitative or qualitative basis, the effectiveness of the BPA in meeting established goals and objectives; participate with the System Administrator in managing the BPA-wide electronic balanced scorecard performance management system and perform a variety of technical and administrative tasks in support of the performance management system and the BPA Asset Management Program.

Your specific responsibilities include planning, scheduling, and conducting projects and studies to evaluate and recommend ways to improve the effectiveness and efficiency of the BPA and business unit strategies, performance metrics and multi-year targets, and related work products supporting BPA's strategic business objectives and the long-range strategic plan; working with BPA organizational elements to develop refined strategic objectives and performance measures and to ensure that strategic plans are integrated into and/or aligned with the agency strategic plan; conducting processes to establish consistent and complementary business unit performance goals and targets, and developing techniques for determining and reporting progress against targeted performance results; analyzing and recommending modification of existing, or development of new, performance metrics; and developing new or modified methods, records and files, procedures for administering organizational performance management program services, guidelines and procedures, and methods for

automating work processes for the conduct of organizational performance management functions and program operations;

You will also develop new or modified program policies, regulations, goals, or objectives; and participate with the System Administrator in managing the BPA-wide electronic balanced scorecard performance management system, *Performance Scorecard*, and be involved with technical and administrative tasks to support strategic planning and asset management functions including conducting or participating with a higher-graded analyst in planning, developing, and conducting Performance Scorecard training; creating, maintaining, improving, and ensuring the timely and accurate posting of performance management content posted to Agency BPAX websites; creating, organizing, and maintaining the annual Performance Management Notebook, including articles, correspondence, reports, etc., related to Key Agency Targets, quarterly and annual metric development, and performance reporting; and creating quarterly and year-end reports related to Key Agency Targets.

The Corporate Strategy (S) group is led by the Vice President, Corporate Strategy and consists of the Strategic Planning, Strategy Integration, and Technology Innovation functions.

This position resides in the Strategic Planning (SP) organization of Corporate Strategy. Strategic Planning plans, directs, and manages a comprehensive strategic planning program and a comprehensive asset management program aligned to meet BPA mission and objectives. Strategic Planning is responsible for planning, developing, and administering programs, systems, and processes which are functionally critical for successfully managing and supporting BPA's strategic planning program. This includes establishing clear BPA strategic objectives and establishing an integrated plan to implement and achieve BPA's mission, strategic objectives, and multi-year performance targets that integrate both business and public responsibility goals.

Strategic Planning also serves as the system administrator for the agency's automated performance management system used to track performance toward accomplishing the agency's strategic plan; developing the agency-wide policies, procedures, and training for the automated performance management system; managing and facilitating the process for business unit preparation and execution of BPA strategic objectives; monitoring "mega-trends" that are developing within the industry, translating substantive implications into recommendations for adjusting and refining the BPA strategic plan; developing and prescribing the BPA process framework for public policy development; and staffing or leading ad-hoc cross-BPA teams on public policy or evaluating topics of strategic BPA interest.

Qualifications

SPECIALIZED EXPERIENCE

GS-07:

Experience providing administrative and technical support to an organization by performing such tasks as:

- maintaining documents in official electronic files;
- preparing and distributing materials;
- assisting with compilation and distribution of background materials for strategic planning sessions or executive sessions;
- assisting with the preparation and development of presentations, process maps, reports, and other materials, including graphic presentations, spreadsheets, etc.;
- creating reports; taking notes on technical issues at meetings; making all logistical arrangements for meetings; and/or compiling and coordinating the printing of large volumes of documents.

GS-09:

Experience in which the applicant performed analytical, evaluative, and advisory tasks related to program analysis and evaluation, including the development of organizational performance measures and performance targets.

GS-11:

Experience planning and implementing a variety of analytical, evaluative, and advisory tasks related to development and management of strategies, organizational performance measures and performance targets, including the delivery of organizational performance management training, and related work products supporting strategic business objectives and long-range strategic plans.

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application package (includes resume, cover letter and or other supporting material) that you have a minimum of **one year** of the specialized experience requirement described above. *Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.*

NOTE: Minimum Qualifications and Time-in-Grade Requirements must be met within 60 calendar days of the closing date of this announcement. Applicants must have served 52 weeks at the next lower grade level in the Federal service. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled.

EDUCATION

Substitution of education for specialized experience:

GS-7: Completion of at least **one year of graduate level education** that provided the knowledge, skills and abilities necessary to do the work of the position **OR** Superior Academic Achievement*

Superior Academic Achievement is based on:

1. Class standing – Applicants must be in the upper third of the graduating class in the college, university, or major subdivision.
2. Grade Point Average – Applicants must have a grade point average of 3.0 or higher based on 4 years of education and recorded on applicants transcript, or 3.5 or higher based on the average required courses completed in the major field during the final 2 years of the curriculum, or
3. Honor society membership – membership in one of the national scholastic honor societies.

GS-9: 2 years of progressively higher-level graduate education leading to a master's degree or master's or equivalent graduate degree.

GS-11: 3 full years of progressively higher level graduate education leading to a Ph.D or equivalent doctoral degree in a related field may be substituted for experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Your application materials will be reviewed against the knowledge, skills and abilities (KSAs) listed below to determine your qualifications.

Please describe your experience and thoroughly address the statements below within your resume, cover letter, and/or other supporting material you choose to submit. Work product examples will not be reviewed unless specifically requested. **Clearly articulating your work experience to determine the application of this knowledge, these skills or abilities through performance is critical to determining your qualifications for this position.** For more information on how to provide supporting information for KSAs, please visit http://jobs.bpa.gov/How_To_Apply/ksa.cfm.

1. **Skill in, and ability to, conduct projects and studies to develop and manage business strategy performance measures, metrics, and performance targets.** Your application materials should describe:
 - Experience leading, performing, or participating in projects and studies analyzing and evaluating the effectiveness of business unit strategies, performance measures, and performance targets;
 - Experience analyzing and recommending modification of existing, or development of new, performance metrics; and
 - Describe the organizational environment in which the work was conducted
2. **Knowledge of, and ability to interpret and apply, pertinent laws, regulations, policies, and precedents governing organizational performance management programs to provide technical assistance and guidance to BPA managers and to develop new or modified methods, approaches, or procedures for delivering performance management services.** Your application materials should provide specific examples describing:
 - Experience providing technical assistance and guidance to management;
 - Experience implementing policies, directives, guidelines, methods, approaches, and/or procedures for delivering performance management services; and
 - Any policies, directives, and guidelines you modified, adapted, and/or implemented but did not develop.
3. **Ability to input, code, manage, and assure the accuracy and consistency of data in, and to prepare reports using, a variety of software applications, including Performance Scorecard, SharePoint, Word, Excel, Visio, PowerPoint, Microsoft Project, etc.** Your application materials should:
 - Provide specific examples of your experience in inputting, coding, and managing data in a variety of software applications;
 - Describe experience creating, generating, or running reports and identify the applications or databases used;
 - Describe experience developing, analyzing, or validating the accuracy and adequacy of data and systems

used for disseminating information about the organization's performance against established targets to managers; and

- Identify the applications with which you are proficient.

4. **Ability to manage multiple work projects simultaneously, prioritize workload, and to deliver high-quality products under changing time and resource constraints.** Your application materials should describe:

- Experience managing multiple work projects at one time, prioritizing workload, and delivering high-quality products under time pressure; and
- Describe specifically how you managed and prioritized your work and how you responded to changing priorities and deadlines.

5. **Communication: Skill in effective verbal and written communication sufficient to communicate complex technical requirements to non-technical personnel; develop and deliver briefings and/or training, project papers, status/staff reports, and correspondence to foster understanding and acceptance of findings and recommendations; and to present, explain, and defend complex issues and persuade program managers and other decision-making officials with widely differing goals and interests to follow a recommended course of action consistent with established policies, objectives, and regulations.** Your application materials should:

- Describe situations in which you communicated verbally, in writing, and through effective presentations, including the purpose and result of that communication; and
- Describe specific instances in which you communicated to present, explain, and defend complex findings; to influence, persuade, or motivate others; to plan, coordinate, or advise on work efforts; and/or to obtain, clarify, or provide facts or information.

SECURITY & SUITABILITY

The sensitivity level of this position is designated as 'Low Risk – Nonsensitive', which requires that the selectee pass a National Agency Check with Inquiries (NACI) personnel investigation and receive a favorable suitability determination. For more information please visit: http://jobs.bpa.gov/How_To_Apply/faqs.cfm#18

Application Package Checklist

- ☐ Resume, cover letter, and/or other supporting material you choose to submit that fully describe your education and experience. Application must contain sufficient information to determine eligibility for the position.

Applications must include the following information:

- ☐ Job Announcement number, title, and grade
- ☐ Full legal name, mailing address, contact telephone number and email address
- ☐ **Country of citizenship** (SSN or other ID is not requested at this time)
- ☐ High school attended which includes name of high school and location.
- ☐ Employment history including unpaid positions with job title, grade (if Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
- ☐ Indication if we may contact your current supervisor.
- ☐ List of other job-related training, skills, certificates and licenses, recognition, professional memberships, publications, leadership activities, or other relevant information.
- ☐ Grade level(s) for which you are applying.
- ☐ If you are applying as a reinstatement or status candidate from another Federal agency, please include a copy of your most recent Standard Form (SF)-50, Notification of Personnel Action.
- ☐ College transcripts (photocopies are acceptable) if substituting education for experience..
- ☐ VETERANS: To be considered for VEOA or VRA consideration, a copy of your DD-214 (Member 4) is required. 10-point veterans must also provide a copy of their SF-15 and associated documentation
- ☐ All applicants are encouraged to complete and submit the attached Applicant Source and Ethnicity and Race form.

How to Submit Your Application

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building.

- **Email to:** jobs@bpa.gov with the Job Announcement Number in the subject line and on any attachments.
- **Fax to:** 503-230-3149
- **Send via US Mail to:** Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

You will be notified via email to confirm receipt of your application package. *Applicants should retain a copy of their application as BPA does not return applications or provide copies.* For more information on the hiring process, please refer to: http://jobs.bpa.gov/How_To_Apply/whathappens.cfm.

Additional Information

Veterans Information: <http://www.usajobs.gov/vi>

Career Transition Assistance Program/Interagency Career Transition Assistance Program

(CTAP/ICTAP): Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. **Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.** For additional information please refer to <http://www.opm.gov/ctap/>

EEO Policy Statement: <http://www.usajobs.gov/eeo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

Forms Availability: All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272 or visiting: <http://www.jobs.bpa.gov> .

Applicant Source Form

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number	Position Title, Series, Grade
<input type="text"/>	<input type="text"/>

☐ **BPA Website**

☐ **USAJOBS Website**

☐ **Job Board** (CareerBuilder, Craigslist, Employment Dept, etc.)

(please specify): _____

☐ **Industry Website or Event** (National Institute of Government Purchasers, GreenDrinks, etc.)

(please specify): _____

☐ **Social Media Website** (Facebook, LinkedIn, etc.)

(please specify): _____

☐ **Career Fair** (campus events, community event)

(please specify): _____

☐ **BPA employee**

☐ **Other (please specify):** _____

U.S. Office of Personnel Management Guide to Personnel Data Standards	ETHNICITY AND RACE IDENTIFICATION (Please read the Privacy Act Statement and instructions before completing form.)	
Name (Last, First, Middle Initial) <div style="background-color: gray; width: 50px; height: 15px;"></div>		
Agency Use Only		
Privacy Act Statement Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation. This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.		
Specific Instructions: The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2.		
Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.		
RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY	
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	

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